



## Job Interview

**Job Interview**, an *individual event*, recognizes participants who use Family and Consumer Sciences and/or related occupations skills to develop a *portfolio*, participate in an interview, and communicate a personal understanding of job requirements. Participants must prepare a **portfolio**, including a **job application**, and express their communication skills and job knowledge through an **interview**.

### EVENT CATEGORIES

**Senior:** grades 10–12

**Occupational:** grades 10–12

See page 68 for more information on event categories.

### ELIGIBILITY

1. States may submit two entries in each category of this event.
2. Participation is open to any nationally affiliated FCCLA chapter member.
3. The Job Interview project must be developed and completed within a one-year span beginning July 1 and ending June 30 of the school year before the National Leadership Conference.
4. The Job Interview project must be planned and prepared by the participant only. Supporting *resources* are acceptable as long as the participant is coordinating their use and *resources* are cited appropriately verbally and/or in print during the presentation to avoid false credit for unoriginal or non-participant work.

Letters of recommendation must not be the work of the participant.

### PROCEDURES & TIME REQUIREMENTS

1. Each participant will submit a *portfolio* (*hard-copy* or *electronic*) to the event room consultant at the designated participation time.



A job application must be completed and included in the *portfolio*. Download the form at [www.fcclainc.org/content/resources](http://www.fcclainc.org/content/resources)

2. Room consultants and evaluators will have 15 minutes to preview the *portfolio* (*hardcopy* or *electronic*). The participant must make the *electronic portfolio* accessible to evaluators.
3. The interview **may be up to** 20 minutes in length. A one-minute warning will be given at 19 minutes. The interview will be stopped at 20 minutes.
4. Evaluators will use the rubric to score and write comments for participants. Then, evaluators will meet with each other to discuss the participant's strengths and suggestions for improvement.
5. The total time required for this event is approximately 40 minutes.

### GENERAL INFORMATION

1. Participants should use the *portfolio* during the interview process and answer questions about the *portfolio* at this time. No other materials may be used during the interview.
2. Access to an electrical outlet will **not** be provided. Participants are encouraged to bring fully charged devices such as laptops, tablets, etc., to use for *electronic portfolio* presentation. Extension cords and power strips are not provided. Access to electricity may be arranged by the participant through the audiovisual rental procedure prior to the National Leadership Conference. Participant(s) will be responsible for all audiovisual fees incurred.
3. Spectators may not observe any portion of this event.
4. Participant must apply for a job that matches their *current* skills and relates to their career interests/goals.

#### 5. Presentation Elements:

Allowed: *Portfolios*

Not Allowed: *Audio, Costumes/Uniforms, Easel(s), File Folders, Flip Chart(s), Manuals, Props/Pointers, Skits, Visual Equipment\*, Visuals.*

\* Visual Equipment is allowed only for presentation of *electronic portfolio*.

## Hardcopy Portfolio

The *portfolio* is a collection of materials used to document and illustrate the work of the project. Materials must be contained in the official FCCLA STAR Events binder obtained from the FCCLA national emblematic supplier. A decorative and/or informative cover may be included. All materials, including the *divider pages* and tabs, must fit within the cover, be one-sided, and may not exceed 35 pages, as described below. Once a hardcopy portfolio has been turned in to evaluators, participants may not switch to an *electronic portfolio*.

## Electronic Portfolio

An *electronic portfolio* may be either in PowerPoint, Prezi, or other electronic format that can be viewed by the evaluators and room consultants prior to the oral presentation. The *electronic portfolio* and the hardware (method) to view it (i.e., *equipment, files, projectors, screens, laptops*) will be turned in to the room consultant at the designated participation time. Participants assume the responsibility of providing the *technology* used to show the evaluators the project. Once an *electronic portfolio* is turned in to the evaluators, participants may not switch to a *hardcopy portfolio*. *Portfolio* may not exceed 46 slides, as described below.

1-8 ½" x 11" page or 1 slide	<i>Project Identification Page</i>	<i>Plain paper</i> or slide, with no <i>graphics</i> or decorations; must include participant's name(s), chapter name, school, city, state, FCCLA national region, event name, and project title.
1-8 ½" x 11" page or 1 slide	Table of Contents	List the parts of the <i>portfolio</i> in the order in which the parts appear.
1-8 ½" x 11" page or 2 slides	FCCLA <i>Planning Process</i> Summary Page	Summarize how each step of the <i>Planning Process</i> was used to plan and implement the project; use of the <i>Planning Process</i> may also be described in the oral presentation.
0–5	<i>Divider Pages</i> or Sections	Use up to 5 divider/section pages or slides. Divider/section pages may be tabbed, may contain a title, a section name, graphic elements, thematic decorations, and/or page numbers. They must not include any other <i>content</i> .
Up to 27 8 ½" x 11" pages or 37 slides	Job Specification Sheet	Give name of employer, job title, short job description, required hours, and wages typically offered for this job. The selected job must match the participant's current skills and relate to future career interests and goals.
	Business Communication	Include completed job application (download from <a href="http://www.fcclainc.org/content/resources">www.fcclainc.org/content/resources</a> ), cover letter, resume, and two letters of recommendation (one from a school official, administrator, counselor, or teacher and one from an employer or other <i>community</i> representative). All business communication documents should be complete; use correct spelling, grammar, and be consistently written; be of consistent font style and of appropriate size; use appropriate business format and color; be well organized; and match current skills and reflect future career interests and goals.
	<i>Career-Related Education</i>	Describe <i>career-related education</i> that enhance employability. Include a summary of school activities; career research projects, application of Family and Consumer Sciences and/or related occupations skills and their relationship to job, and an example of ability to communicate in written form.
	<i>Educational Enhancement Opportunities</i>	Describe <i>educational enhancement opportunities</i> that enhance employability. Include career development planning, summaries of job shadowing, internships, apprenticeships, informational interviews, or <i>community</i> service projects, and products developed during these experiences.

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## Job Interview Specifications (continued)

Up to 27 pages or 37 slides (continued)	Examples of Special Skills	Include up to five examples of special skills, talents, and/or abilities related to job and career goals. These may be in any format but must fit within the <i>dimensions</i> of the <i>portfolio</i> . Audio and/or video recordings may be included in the <i>portfolio</i> but <b>will not</b> be considered by evaluators. Examples or samples of special skills will be identified as such and are considered <i>content pages</i> .
	Appearance	<i>Portfolio</i> must be neat, legible, and <i>professional</i> and use correct grammar and spelling.

**Interview**

The interview **may be up to** 20 minutes in length and will be conducted by evaluators. Questions will pertain to participant's current skill level and the specific job for which they are applying. The *portfolio* should be used during the interview.

Knowledge of Selected Job	Show evidence of how present skills relate to job, including Family and Consumers Sciences and/or related occupations coursework, and evidence of knowledge of specific abilities needed to perform job.
Communication Skills	Display effective verbal and nonverbal skills: clarity of expression, eye contact, body language, voice, grammar, word usage and pronunciation, friendly, poised, and personable.
Response to Evaluators' Questions	Provide clear and concise answers to evaluators' interview questions.
Use of <i>Portfolio</i>	Use <i>portfolio</i> to support understanding of job and emphasize skills.
<i>Professional</i> Appearance	Attire and grooming suitable for specific job interview.
Voice	Speak clearly with appropriate pitch, tempo, and volume.
Body Language	Use appropriate body language including gestures, posture, mannerisms, eye contact, and appropriate handling of <i>portfolio</i> .
Grammar/Word Usage/Pronunciation	Use proper grammar, word usage, and pronunciation.

# STAR Events Point Summary Form

## JOB INTERVIEW

Name of Participant \_\_\_\_\_

State \_\_\_\_\_ Team # \_\_\_\_\_ Group # \_\_\_\_\_ Category \_\_\_\_\_

### DIRECTIONS:

1. Make sure all information at top is correct. If a student named is not participating, cross their name(s) off. If a team does not show, please write "No Show" across the top and return with other forms. Do **NOT** change team or group numbers.
2. Before student presentation, the room consultants must check participants' *portfolio* using the criteria and standards listed below and fill in the boxes.
3. At the conclusion of presentation, verify evaluator scores and fill in information below. Calculate the final score and ask for evaluators' verification. Place this form in front of the completed rubrics and paper clip all items related to the presentation together. Please do **NOT** staple.
4. At the end of competition in the room, double check all scores, names, and team numbers to ensure accuracy. Sort results by team order and turn in to the Lead or Assistant Lead Consultant.
5. Please check with the Lead or Assistant Lead Consultant if there are any questions regarding the evaluation process.

ROOM CONSULTANT CHECK				Points
<b>Registration Packet</b> 0 or 3 points	Picked up by adviser or designated adult during scheduled time No <b>0</b> Yes <b>3</b>			
<b>Orientation</b> 0 or 2 points	Did not attend <b>0</b> The individual attended <b>2</b>			
<b>Hardcopy Portfolio</b> 0–1 points <i>OR</i> <b>Electronic Portfolio</b> 0–1 Points	Binder is not the official FCCLA binder <b>0</b> Binder is the official FCCLA binder <b>1</b> Electronic Portfolio not in viewable format to the evaluators <b>0</b> Electronic Portfolio in viewable format to the evaluators <b>1</b>			
<b>Portfolio Pages</b> 0–1 points	<b>0</b> Portfolio exceeds the page limit/not all required pages are present or completed correctly <b>1</b> Portfolio contains no more than 35 single-sided pages or 46 slides including: • 1 project ID page or slide • 1 table of contents page or slide • 1 Planning Process summary page or 2 slides • Up to 5 divider pages or slides • Up to 27 content pages or 37 content slides			
<b>Project Identification Page</b> 0–2 points	<b>0</b> Project ID page is missing	<b>1</b> Project ID page is present but includes incorrect information	<b>2</b> Project ID page is present and completed correctly	
<b>Punctuality</b> 0–1 points	<b>0</b> Participant was late for presentation <b>1</b> Participant was on time for presentation			

### EVALUATORS' SCORES

Evaluator 1 \_\_\_\_\_ Initials \_\_\_\_\_

Evaluator 2 \_\_\_\_\_ Initials \_\_\_\_\_

Evaluator 3 \_\_\_\_\_ Initials \_\_\_\_\_

Total Score \_\_\_\_\_ divided by number of evaluators

\_\_\_\_\_ = **AVERAGE EVALUATOR SCORE**

### ROOM CONSULTANT TOTAL

(10 points possible)

### AVERAGE EVALUATOR SCORE

(90 points possible)

### FINAL SCORE

(Average Evaluator Score plus Room Consultant Total)

**RATING ACHIEVED** (circle one) **Gold:** 90–100 **Silver:** 70–89.99 **Bronze:** 1–69.99

**VERIFICATION OF FINAL SCORE AND RATING** (please initial)

Evaluator 1 \_\_\_\_\_ Evaluator 2 \_\_\_\_\_ Evaluator 3 \_\_\_\_\_ Adult Room Consultant \_\_\_\_\_ Event Lead Consultant \_\_\_\_\_

# JOB INTERVIEW Rubric

Name of Participant \_\_\_\_\_

State \_\_\_\_\_ Team # \_\_\_\_\_ Group # \_\_\_\_\_ Category \_\_\_\_\_

PORTFOLIO							Points
<b>FCCLA Planning Process Summary Page</b> 0–5 points	<b>0</b> Planning Process summary not provided	<b>1</b> Inadequate steps in the Planning Process are presented	<b>2</b> All Planning Process steps are presented but not summarized	<b>3</b> All Planning Process steps are summarized	<b>4</b> Evidence that the Planning Process was utilized to plan project	<b>5</b> The Planning Process is used to plan the project. Each step is fully explained	
<b>Job Specification Sheet</b> 0–5 points	<b>0</b> Job Specification Sheet not provided	<b>1</b> Only two of the five items provided	<b>2</b> Only three of the five items provided	<b>3</b> Four of the five items provided	<b>4</b> All five items provided	<b>5</b> All five items provided and thorough	
<b>Business Communication</b> 0–15 points	<b>0</b> None apply	<b>1–15 Score one point for each of these components:</b> <div><input type="checkbox"/> Correct application used</div> <div><input type="checkbox"/> Completed application</div> <div><input type="checkbox"/> Cover letter</div> <div><input type="checkbox"/> Resume</div> <div><input type="checkbox"/> Recommendation Letter #1</div> <div><input type="checkbox"/> Recommendation Letter #2</div> <div><input type="checkbox"/> Correct spelling</div> <div><input type="checkbox"/> Correct grammar</div> <div><input type="checkbox"/> Consistent font style</div> <div><input type="checkbox"/> Appropriate font size</div> <div><input type="checkbox"/> Appropriate business format</div> <div><input type="checkbox"/> Consistently written</div> <div><input type="checkbox"/> Well-organized</div> <div><input type="checkbox"/> Reflects current skills and future goals</div> <div><input type="checkbox"/> Appropriate colors used</div>					
<b>Career Related Education</b> 0–5 points	<b>0</b> Not included	<b>1</b> Only one of the required items provided	<b>2</b> Only two of four items provided	<b>3</b> Three of four items provided	<b>4</b> All four items provided but they lack information	<b>5</b> All four items provided, thorough and professional	
<b>Educational Enhancement Opportunities</b> 0–5 points	<b>0</b> Not included	<b>1</b> Only one item provided	<b>2</b> Two of three items provided but lack information	<b>3</b> Two of three items provided completely	<b>4</b> All three items provided but they lack information	<b>5</b> All three items provided, thorough and professional	
<b>Examples of Special Skills</b> 0–5 points	<b>0</b> Not provided	<b>1</b> Only one or two of the items provided	<b>2</b> Only three of five items provided	<b>3</b> Four of five items	<b>4</b> Five items provided	<b>5</b> All five items provided and relate well to job/ career goals	
<b>Portfolio Appearance</b> 0–3 points	<b>0</b> Portfolio is illegible and and unorganized	<b>1</b> Portfolio is neat, but contains grammatical or spelling errors and is organized poorly	<b>2</b> Portfolio is neat, legible, and and professional, with correct grammar and spelling		<b>3</b> Neat and professional, correct grammar and spelling used; effective organization		
INTERVIEW							POINTS
<b>Knowledge of Selected Job</b> 0–10 points	<b>0</b> Little evidence of job knowledge	<b>1–2</b> Minimal evidence of job knowledge	<b>3–4</b> Some evidence of job knowledge	<b>5–6</b> Knowledge of job is evident but not in interview	<b>7–8</b> Knowledge of job is evident and shared at times in the interview	<b>9–10</b> Knowledge of job is evident and incorporated throughout the interview	
<b>Communication Skills</b> 0–10 points	<b>0</b> Participant does not take part in interview	<b>1–2</b> Interview is brief because participant lacks the ability to carry on a conversation or answer questions with detail	<b>3–4</b> Participant answers most questions well, but displays signs of self-consciousness or nervousness in his/her nonverbal communication	<b>5–6</b> Participant answers questions and relates to the evaluators well	<b>7–8</b> Participant shows confidence and personality during interview. Answers questions well	<b>9–10</b> Participant is confident, poised, personable, relates well to the evaluators, and answers questions clearly and effectively	
<b>Responses to Evaluators' Questions</b> 0– 10 points	<b>0–1</b> Did not answer evaluators' questions	<b>2–3</b> Unable to answer some questions	<b>4–5</b> Responded to all questions, but without ease or accuracy	<b>5–6</b> Responded adequately to all questions	<b>7–8</b> Gave appropriate responses to evaluators' questions	<b>9–10</b> Responses to questions were appropriate and given without hesitation	
<b>Use of Portfolio During Presentation</b> 0–5 points	<b>0</b> Portfolio is not used during presentation	<b>1</b> Portfolio used to limit amount of speaking time	<b>2</b> Portfolio used minimally during presentation	<b>3</b> Portfolio incorporated throughout presentation	<b>4</b> Portfolio used effectively throughout presentation	<b>5</b> Presentation moves seamlessly between oral presentation, and portfolio	

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## Job Interview Rubric (continued)

<b>Voice—pitch tempo, volume</b> 0–3 points	<b>0</b> No voice qualities are used effectively	<b>1</b> Voice quality is adequate	<b>2</b> Voice quality is good, but could improve	<b>3</b> Voice quality is outstanding and pleasing to listen to	
<b>Body Language</b> 0–3 points	<b>0</b> Body language shows nervousness	<b>1</b> Body language shows minimal amount of nervousness	<b>2</b> Body language is good	<b>3</b> Body language enhances the presentation	
<b>Grammar/ Word Usage/ Pronunciation</b> 0–3 points	<b>0</b> Extensive (more than 5) grammatical and pronunciation errors	<b>1</b> Some (3–5) grammatical and pronunciation errors	<b>2</b> Few (1–2) grammatical and pronunciation errors	<b>3</b> Presentation has no grammatical or pronunciation errors	
<b>Professional Appearance</b> 0–3 points	<b>0–1</b> Non-professional appearance, attire and/or grooming	<b>2</b> Neat appearance, attire and grooming but lacks polish	<b>3</b> Professional appearance, attire and grooming		

**JOB INTERVIEW**

**Evaluator's Comments:**

**TOTAL**

(90 points possible)

**Evaluator Initial** \_\_\_\_\_

**Room Consultant Initial** \_\_\_\_\_